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ABSTRACT

Conditions which affect present and future library service for Monroe County are traced in detail. A range of feasible services is suggested for implementing the objectives of the library. The report is intended to offer background information, analyzed and interpreted in relation to library philosophy. Possible services which can help the objectives of the library are suggested. The presentation will serve as a guide to the planning of the professional library staff and Board of Trustees of the library for future development of a sound program. (AB)

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THE MONROE COUNTY PUBLIC LIBRARY:

Planning for the Future

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Introduction and Summary

Monroe County needs a dynamic public library serving all of its citizens. The present, crowded, dismal, uninspiring, fifty year old building is physically bursting at the seams. It is not possible to conduct a full program of service for the County from the present facilities.

People have many interests. The rising level of education in the County makes our citizens more aggressive in their needs: needs for how-to-do-it materials and information on a wide range of subjects, needs stimulated by the ever increasingly available cultural activities, needs for creative respite from many pressures, and the needs of children for wholesome literature to replace or at least supplement the material readily available to them in drugstores and on television.

In an increasingly complex society, we all need the information and guidance offered by libraries to deal with the many problems we encounter. But we also need the respite, refreshment, and recreation available through the written word and other materials.

The following document traces in some detail conditions which affect present and future library service for Monroe County. A range of feasible services is suggested for implementing the objectives of the Library. Not an outline or a blueprint, this report is intended to offer background information analyzed and interpreted in relation to library philosophy. Possible services which can help fulfill the Library's objectives are suggested. Guided by this presentation, the professional library staff and its Board of Trustees can plan a sound program for future development.

Historically, the population and industrial growth of Monroe County has not been dramatic. One thousand new population per year seemed a safe estimate in 1960. However, there is mounting evidence that the County has been growing much more rapidly since 1960 than previously. Industrial growth, Indiana University, and the Monroe County Reservoir are among important factors influencing this new growth in the County. They must be taken into consideration in planning a library for the future. However, even Monroe County's apparent new growth is somewhat less than that of either the State or the Country. The U.S. pattern of rural-urban shift is found in our County, too. Here we see an extremely slow but steady movement to the city.

Studies of library use have shown a direct relationship between income-education and library use. The median income of Monroe County is below that of the State or the Nation. Of 14,000 families, 2,716 live on less than $3,000.

Even when the University population is included, 50 per cent of the County's adults are without a high school diploma. The average education level (11.8) is high, but does not reveal that there are 9,500 adults with eighth grade education or less. The most conservative calculation shows 1,220 functionally illiterate adults (1960 Census, those of less than 5th grade education). Those working with such adults, estimate the figure to be closer to 3,000.

Occupations.

TABLE I. SUMMARY OF OCCUPATIONS

	U.S.A.	Indiana	Monroe County
Professional	11.2	9.8	18.9*
Clerical	14.7	13.4	13.5
Craftsmen, Foremen	12.8	14.9	11.8
Operatives	18.0	21.7	18.5

* Note high percent of professional

The inclusion of the University population distorts the significance of many figures. The fact that a large percentage hold professional positions or that the County parallels the State and Country in machine operators does not tell about those individuals. The professional and the clerical or machine operative are very different library users.

General Characteristics to Consider in Planning Library Services.

An increasingly complex urbanized society.

Industrial and business growth.

Monroe County citizens are highly group conscious and highly (perhaps overly) organized.

Mayor Hooker's Downtown Renewal Plan.

Lake Monroe Reservoir.

Growing Federal and State aid, support, and leadership coupled with an increasing State concern for local interests.

Monroe County is not a homogeneous community. At least two very distinct communities can be identified: for example, the rich and poor extremes are out of proportion.

The essential recommendations of this study are:

The Collection.

Every effort should be made to enlarge the Library's collection to appropriately include the whole gamut of recorded information on all levels of interest and ability. Every feasible technique should be exploited to make the Library's collection truly accessible to all the County's residents.

Orientation and Instruction in the Use of the Library's Collection and Services.

The Library should employ all the available techniques to assure that materials, information, programs, and the whole range of library services are used effectively.

Services for Individuals.

As one of a few agencies in today's society in which the individual can remain an individual, the Library has a very special obligation to develop every method it can to aid the individual in facing the increasing complexities of society, to offer respite and recreation, to support and encourage his need for continuing education, and to supply factual information. The Library should be brought conveniently to the individual in every way possible.

Services for Groups.

Indiana, and Monroe County, is group conscious. The Library should make special efforts to see that groups, organizations, and clubs receive top level service from the Library in widening the scope of their programs to supplying leadership in bringing together those interested to explore and lead the County's future progress.

The citizens of Monroe County deserve and require saturation library service. If the Library is to play a vital leadership role in helping Monroe County develop its full potential, it is not enough simply to collect materials and house them in a building in the center of the largest city in the County. The Library, its staff, its collection, and its services need to break down the physical and psychological walls of the building and carry the Library into the lives and businesses

of all citizens who can benefit. Under the direction of Charles Hunsberger and the present Board of Trustees, the Library has already assumed this role.

It has been suggested that a library building can never be too large: that an imaginative librarian will expand his collection and his services to fill any given space. While this is demonstrably true, it is of little help in planning a facility. The present library activities and their demanding growth do suggest to the observer, however, that the usual, conservative standards for designing a building ought to be viewed with a skeptical eye.

The Building.

A new library building should be constructed rather than trying to remodel the present building and build an addition on it.

The size of the new building may vary from 45,000 to 52,000 sq. ft. depending on what services and functions it is to house.

Before deciding on the approximate size of the building, it will be necessary to outline in detail the services and functions the building is to contain.

The site should be chosen using the criteria outlined later in the report. An examination of possible sites suggests that the area bounded by College, Lincoln, Third, and Seventh Streets would be desirable.

Monroe County: The Past, The Present, and The Future

Introduction.

It has been said that someone who plans for the future is an optimist. It is an unusual public agency which truly plans for the future. The Monroe County Public Library is such an agency.

The Monroe County Public Library has a dual role. In planning the future library services, the Board of Trustees is at the same time fulfilling the Library's almost sacred obligation to help the city and county plan its future. The Board is indeed fortunate to be operating in an environment of planning and of optimism. Many County civic groups, County leaders, and the City administration are concerned not only with the fine traditions and history of Monroe County but also with continuing and building from the County's strengths.

With Federal and State support now available for imaginative local use, the Monroe County Public Library can be one of the spearheads in County development. The role the Monroe County Public Library will play in the future is already evident in developments of the last year.

A library can be a passive institution concerned with the archival function of selecting from the total record of man's knowledge those items worthy of preservation, organizing these materials for use, seeing that the supply of authentic information in always available, allowing people to use the information in the library for educational purposes

and supplying books and other recorded experience and ideas for the variety of non-research puposes such as pleasure and satisfaction of curiosity. Or a library can be more, as the Monroe County Library has been demonstrating. Building on these essentially passive activities, a library can be an active agent in helping citizens, leaders, business and industry cope with the increasingly complex world which we all face: a library can follow or a library can lead. The Monroe County Public Library Board of Trustees has chosen the latter role: not only to assist and support, but also to stimulate and lead.

History.

First occupied by the Miamis, the southern part of the County named for President James Monroe was obtained from the Indians in 1809 by Harrison's Purchase. The northern area of Monroe County was added in 1818. Monroe County's first settlement was made in present Bloomington in 1816. Two years later the modern boundry of Monroe County was set.

The early settlers of Monroe County came almost entirely from the south: from southern Indiana, from Kentucky, and later from the Carolinas, Virginia and Tennessee. Monroe County's history is the history of conservative, southern influence. This must be considered in developing any new program.

Before anything else impresses the new visitor to Monroe County, he senses and feels the friendly, warm, interested attitudes of its citizens. This is an important -- a priceless -- attitude.

If the Public Library can serve its citizens by exploring with them their real needs and interests, it will have real, human support. It has this obligation. In fact the program is underway with such projects as bookmobile expansion.

The Population.

To a major extent a library can be defined by the community it serves. For example, one of the determining differences between an elementary school library and a university library is that the first is concerned primarily with its young student community while the latter focuses its attention on the faculty community. Every library serves at least part of its community -- often only those who come into the library. But every library also has a much larger community which can benefit from library services. That elementary school library, for example, also serves the teachers, the administration, parents concerned with education, and perhaps others; the university library also serves administration, graduate students, undergraduate students, and scholars around the world. The alert library is not satisfied in serving only the loyal users, but is anxious to be a total library to all its community.

What is the community of Monroe County's Public Library? What is happening to the County to affect its residents?

Even discounting the fact that with the 1950 Census University students are included in population counts, Monroe County is growing. Through 1959 the County grew at about the same rate as the population of the State as a whole, that is 18.3 per cent for

Monroe County between 1950 and 1960; 18.5 per cent for the State in the same ten years. (The rate of growth for the population of the United States as a whole between 1950 and 1960 was also 18.5 per cent.) Up to 1960 Monroe County was not expanding rapidly but merely paralleling the Nation.

In 1963, using a simple ratio method, Kenneth L. Schellie and Associates (Master Plan Report, Monroe County Indiana) projected Monroe County population growth as follows:

TABLE II. TWENTY YEAR PROJECTION OF MONROE COUNTY POPULATION

	History		Projection			
	1950	1960	1965	1970	1975	1980
County	50,080	59,225	63,990	69,515	75,978	83,401
Indiana	3,934,224	4,662,498	5,043,000	5,484,000	6,000,000	6,594,000

Some claim Schellie's estimates to be conservative. There is some evidence to support their claim. As is evident throughout the present report, the influx of new industry, the factor of Lake Monroe, and other influences are causing a greater surge of growth since 1960 than had been witnessed in the preceeding decades.

A study made by the Indiana Highway Commission in early 1966 shows an increase in Monroe County population of between 10 and 18,000 in the next twenty years.

The major areas of growth in Monroe County are three: The Grandview Community (with the Leonard Springs development)--VanBuren Township; Ellettsville, including the Richland--Bean Blossom area; and the Monroe County Lake.

The Grandview Community has doubled from 1960 to 1965 and experts predict that it will at least double in the five years from 1965 to the close of the decade.

Dr. Clarence Stewart, County Superintendent of Schools, in a study completed in November 1965, offered the following figures for school growth in VanBuren Township. Mr. Stewart's projection is considered to be on the low side.

TABLE III. VANBUREN STUDENT ENROLLMENT

					PROJECTION				
	1962	1963	1964	1965	1966	1967	1968	1969	1970
Grades 1-6	376	457	553	638	733	842	968	1064	1170
Grades 7-8-9				249	273	300	321	343	367
Grades 10-11-12				175	183	192	201	212	225

Ellettsville, including portions of both Richland and Bean-Blossom Townships, is also growing though not as rapidly as VanBuren.

The Monroe County Lake is another story. Approximately 90 per cent of the lake area is in Monroe County; both Brown and Jackson counties share the rest. If statistics were to be examined at present, one might conclude that this area is on the decline, for there has been a slight decrease in population as construction for the Lake has proceeded. There is, of course, anticipation, and sound anticipation, of growth. But as yet no statistics indicate such growth. The growth section of the Monroe County Lake is that part in Monroe County. There can be little question that this area

will be a major drawing card not only for recreational developments (10,000 campers are predicted for the summer of 1968), but also for future housing and population concentration. It would do well for the Library to watch this area closely.

Bloomington--including as it does both Bloomington Township and portions of Perry Township--has been growing too. The Park Ridge Estates on the east side of town are a dramatic example of rapid and recent growth. The November 1965 Special Census for the City of Bloomington found the mid-decade population of the City to be 42,058.

A recently completed (Spring 1966) Census of Bloomington's pre-school age children showed that until 1966 there was a population increase of 250 to 350 students per year. In 1965-1966 the increase was 600.

Mayor John Hooker has estimated that between 1960 and 1975 25,000 people will be added to the population of Monroe County. A total of 84,300 population in 1975, or approximately 1,500 per year rather than the 1,000 estimated by Schellie. While there is growing evidence to support such new estimates, and while it is increasingly likely that the old estimates are too conservative, we are not yet able to conclusively document this increased growth. One thousand five hundred per year is probably an acceptable growth figure.

TABLE IV. COUNTY TOWNSHIP POPULATION 1960

Bean-Blossom Township	1,409
Benton Township	1,432
Bloomington Township	25,237
Clear Creek Township	2,250
Indian Creek Township	770
Perry Township	19,730
Polk Township	572
Richland Township	3,783
Salt Creek Township	837
VanBuren Township	2,209
Washington Township	993

Age.

Again using 1950 and 1960 as a reliable base, the age characteristics of the population parallel those of the County and the State. The greatest increase between 1950 and 1960 was in the age group 5 to 14 years old. The percentage of those in Monroe County 65 years of age and over was 7.2 in 1960, somewhat lower than the National (8.5) or the State (9.3 per cent). To be concrete: in 1960 Monroe County had 4,245 citizens over 65.

Urban-Rural Shift.

The urban population of Monroe County has increased from 59.9 per cent of the total population in 1950 to 62.4 per cent in 1960 (a growth of 11.3 per cent as compared to the Indiana State increase in this same decade of 23.5 per cent). The population increase in Bloomington between 1950 and 1960 (discounting the false increase in 1950 when for the first time University student enrollment was included in the Census) was 11.6 per cent. There is little reason to suspect that this pattern of growth concentration in the urban areas will change. The rural non-farm population has

increased 4.1 per cent from 23.1 to 27.2. A decline of nearly 60 per cent in the rural farm population from 17 per cent to 10.4 per cent (a much more rapid movement than the State's minus 27.2 per cent) is further evidence that Monroe County is witnessing the general move in the United States today from a farming to a non-farming economy from a rural to an urban orientation. The figures of urban growth indicate within our County a situation parallel to the Country as a whole, that is, the increasing importance and magnitism of the metropolitan environment.

Racial and Ethnic Groups.

Though the University (total population in 1960: 59,725) is included, the 1960 Census figures do reveal 2,779 residents of foreign stock (approximately 5 per cent), the largest groups in 1960 representing Germany (443), United Kingdom (336), Asia (330), Canada (319), and U.S.S.R. (202).

TABLE V. COUNTY NON-WHITE POPULATION

	1960	1965
Negro	704	816
Other Non-White	361	659

There is a greater increase in "other non-white" than in the population in general. Negro population is within projected growth. It is possible that the non-Negro, non-white population is a reflection of the University's increasing committment to Far Eastern education.

Educational Level.

Monroe County has a higher educational level than the State, the Country as a whole, or even urban U.S. areas. This can in large part be attributed to University staff and does not indicate the vast diversity and range of formal education in the County.

TABLE VI. COUNTY EDUCATIONAL LEVEL, 1960

Area	Years of Schooling Completed, Adults 25 Years of Age and Over
U.S.A.	10.6
Urban U.S.A.	11.1
Eastern North Central United States (Ohio, Indiana, Illinois, Michigan, and Wisconsin)	10.7
Indiana	10.8
Monroe County	11.8

Nine thousand four hundred ninety-nine of our adult citizens are trying to face an increasingly complex world with 8th grade education or less. The experts today consider anyone with less than 5th grade education to be functionally illiterate. By this conservative definition, Monroe County in 1960 had 1,220 functional illiterates. Those working with such adults estimate the figure to be closer to 3,000.

Usually an adult with 8th grade education or less does not use reading and writing with the ease needed for coping with today's jobs or family and community problems. The dropout is not a new

phenomena: more people (and a higher percentage) complete school today than ever before. The requirement of a high school diploma for an increasing number of jobs is new. It is this which makes the dropout, the adult with less than a high school education, a growing burden on himself and on society. Monroe County has 14,323 (or 50 per cent of its adults over 25 compared to the U.S.'s 53.75) adults who have not completed high school.

Income.

The median family income in Monroe County is $5,395 (1959) compared with the State average of $5,798 and the National average of $5,657.

TABLE VII. COUNTY FAMILY INCOME, 1959

Income Group	No. & Per Cent of Monroe Co. Families in Group		Per Cent of Indiana Families in Group
	Number	Per Cent	
Under $ 1,000	565	4.0	4.4
$ 1,000 - $ 1,999	935	6.6	6.2
$ 2,000 - $ 2,999	1,216	8.6	7.4
$ 3,000 - $ 3,999	1,808	12.7	9.4
$ 4,000 - $ 4,999	1,814	12.8	11.8
$ 5,000 - $ 5,999	1,968	13.8	13.6
$ 6,000 - $ 6,999	1,436	10.1	11.6
$ 7,000 - $ 7,999	1,242	8.7	9.3
$ 8,000 - $ 8,999	969	6.8	7.1
$ 9,000 - $ 9,999	588	4.1	5.1
$10,000 - $14,999	1,164	8.2	10.4
$15,000 - $24,999	384	2.7	2.8
$25,000 and over	140	1.0	0.9

The significance of the median family income and median educational level is not the high educational level, the relatively good income level, but the wide range in both of these. Monroe County has both highly educated people and people with a very low level of formal education. In 1960 there were 9,499 adults of 25 years or older who had completed no more than eight years of schooling. In a day when it is increasingly difficult for even high school graduates to find employment this is a seriously handicapped group of people. In a total population of 59,225, 9,499 adults with less than a junior high school education is a high figure, much higher than the impressive median educational level of 11.8 would seem to indicate.

Likewise median family income. A median of $5,395 indicates that 50 per cent of all families in Monroe County must live on less than this figure. Indeed, of the 14,129 families living in Monroe County in 1959, 2,716 subsided on less than $3,000 total family income. At the other end of the economic spectrum, 1,688 families had an income of $10,000 or more.

Both education and income spread indicate special and very difficult sets of circumstances which the Public Library must consider in its developing of services for the future.

Occupation.

TABLE VIII. OCCUPATION GROUPS OF COUNTY EMPLOYED, 1960

Occupation Group	No. & Per Cent Distribution, Monroe County		Per Cent Distribution Indiana	U.S.A.
	No.	%		
Professional, Technical	4,268	18.9	9.8	11.2
Farm & Farm Managers	386	1.7	4.7	
Managers & Officials	1,540	6.8	7.3	
Clerical Workers	3,045	13.5	13.4	14.7
Sales Workers	1,327	5.9	6.8	6.6
Craftsmen, Foremen	2,669	11.8	14.9	12.8
Operatives	4,162	18.5	21.7	18.0
Private Household Workers	596	2.6	1.9	3.3
Service Workers	2,809	12.5	8.3	9.0
Farm Laborers	167	0.7	1.5	
Laborers Except Farm	1,099	4.9	5.1	
Not Reported	489	2.2	4.6	
Total Employed	22,557	100.0	100.0	

The percentage of those employed in agriculture in Monroe County is less than that for the State (2.7 per cent for Monroe County, 6.5 for Indiana). While the manufacturing of electrical equipment is important to the County, manufacturing as a whole employs a smaller percentage of Monroe County's residents than of the State's (23.8 per cent in the County, 35.4 for Indiana). Those employed in professional occupations (see also Table 1, page 3) represent a much higher percentage (18.9 per cent) than that for the State (9.8 per cent) or the U.S.A. (11.2 per cent). (The inclusion of University personnel and students overweights these figures).

Other major occupations are: clerical (virtually the same per cent for the County as for the State, and only slightly lower than the National percentage); craftsmen and foremen (slightly less than either the Nation or the State); operatives (same as the Country, but slightly lower than the State percentage); and service workers representing 12.5 per cent of employed persons (considerably higher than the State's 8.3 per cent or the Nation's 9.0 per cent).

Transportation and Communication.

Compared with the State, fewer Monroe County residents work outside of the County and more walk to work. Many adults (approximately 72 per cent) travel to their place of work by private car. Otherwise there seems to be little deviation from the transportation patterns of the State. Lack of a County bus system, and the slow phasing out of railroad service increases the reliance on private cars. The airport improvement is an indication of County transporation expansion and development. The FAA and the State Aeronautics Commission is supporting the development of Indiana airports in keeping with the trend they see toward decentralization of industry. This trend, the commissioners note, is giving smaller communities a chance to compete with larger ones for new industry.

Two radio stations operate within Monroe County, WTTS AM and FM, and WFIU-FM. WTTV (Channel 4) serves as a local outlet for ABC-TV and also offers considerable local programming. In

addition, of course, stations in Indianapolis, Evansville, Louisville, and Terre Haute reach Monroe County with FM, AM, and TV. The possibility of an increase in the range of program fare is suggested by cable TV.

Industry and Business.

There are two large industries employing more than 2,000 people -- Radio Corporation of America (color TV sets); and Sarkes Tarzian, Inc. (electronic equipment).

No other industries employ more than 1,000. But both Otis Elevator and Westinghouse Electric Corporation (switchgear apparatus) employ more than 500. General Electric's Major Appliance and Hotpoint Division (which has taken over the plant vacated by Franklin Manufacturing) expects to employ nearly 400 by 1967. Other major industries are:

- Limestone quarrying and fabrication,
- Construction, and
- Indiana University.

The Monroe County Airport is a major factor in industrial as well as recreational growth in the county. Expansion in late 1966 will serve to increase the airport's significance. We can expect the already sound industrial economy of Monroe County to remain secure; we can watch the future for further developments of industry.

Educational, Cultural, and Recreational Resources.

For some time educational leaders in Monroe County have been urging a one unit school plan. Though the vote was against the plan in 1966, it is bound to be accepted eventually. A one unit school plan will allow for wider growth in education, for all the advantages of county wide school administration, and for tighter coordination. When such a plan goes into effect there will no longer be any question of equal educational opportunity. This has significance for a public library serving the whole County. For with pride in a total school system, better facilities and shared resources in the schools, the Public Library can expect a new impact from school students and faculty in all areas of the County.

At present the following schools exist in Monroe County:

Bloomington
- 13 Elementary schools (including St. Charles Borromeo School)
- 3 Junior High Schools
- 1 Junior-Senior High School
- 1 Nursery - 12 grades (University High)

Richland-Bean Blossom Corporation
- 2 Elementary Schools
- 1 High School

Washington Township
- 1 Elementary School

Benton Township
- 1 Elementary through High School

Salt Creek Township
- 2 Elementary Schools

Polk Township
- 1 Elementary School

Clear Creek Township
- 1 Elementary School
- 1 Elementary through High School

Indian Creek Township
- 1 Elementary School

VanBuren Township
- 1 Elementary School

TABLE IX. COUNTY SCHOOLS

Elementary	24
Junior High	3
Senior High	1
Junior-Senior High Combined	1
Elementary through High School	1
TOTAL	30

TABLE X. INDIANA UNIVERSITY POPULATION STATISTICS, 1965-66

STUDENTS (FALL SEMESTER 1965)

Total		23,612
Married	4,768*	
Number Married Students Living in University Housing	2,100	
Number of Dependents of Married Students	Unknown	
Single Students Total	18,844	
Number Single Students in University Housing estimate	9,000	
Number Single Students not in University Housing estimate	9,800	
Number of Students in Fraternities and Sororities	2,800	
Foreign Students	1,000	

*The total number of married students does not indicate whether one or both members are students. This information is not available.

FACULTY

Total		1,719
Full Time Academic Staff	1,177	
Lecturers	125	
Research Associates	157	
University School	53	
Non-Instructors	207	

FACULTY LIVING IN UNIVERSITY HOUSING
(Spring 1966)

Total		c150
RedBud	3	
University Apartments	48	
Evermann	19	
Campus View	43	
Tulip Tree	19	

In summary, total faculty and academic staff of Indiana University numbers 1,719, of which about 150 live in University housing. Twenty-three thousand six hundred and twelve students live in Bloomington (4,768 married and 18,844 single).

Libraries.

In addition to the Monroe County Library other libraries make materials available to the County: The Bureau of Public Discussion (Indiana University)*; The Indiana University Libraries

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*The expansion and development of the services of the Bureau's Library will have an impact on the State's public libraries including Monroe County Public Library. Specializing in current, ephemeral materials concerning contemporary problems, the Bureau and its Library is providing information and experts directly to individuals and through public libraries on an increasingly aggressive basis.

including subject collections used by the public such as the Law Library, Geology Library, Lilly Library (rare books), and the very specialized resources of such divisions as the Slavic Collection, Asian Studies Reading Room, etc.

School libraries supporting the county schools' curriculum and recreational requirements of the school, student, faculty, administration, and parent are uneven in development. The libraries of Bloomington High School and the University School (pre-school through grade 12) are outstanding. The need for elementary school library facilities is just now being dealt with. The Public Library continues to assist the development of a sound school library system. The continuing growth of good school libraries for all grades will increase the amount and sophistication of student-faculty public library use.

Museums.

The Indiana University Museum (in Maxwell Hall on campus) would seem to be the only agency responsible for the preservation of County history and artifacts. The Lilly Library has many fine State and County histories and rare books.

Wylie House, the restored home of the first President of Indiana University, houses mid-19th Century artifacts.

Art and Music.

There are two art galleries in the County, both located in Bloomington. The availability of Indiana University's broad and crowded music, theatre, and art programs is a particular asset to Monroe County. The programs, open to all, stimulate interest.

Outdoor Recreation.

The Monroe County Reservoir has been discussed, and many other recreational opportunities have been outlined. Lake Lemon is one of the fine outdoor recreational spots in the area. The City of Bloomington has provided swimming facilities in the city. And it should not be forgotten that the County's natural attractions are always present.

Clubs and Organizations.

Delta Sigma Kappa was able to identify more than twelve dozen clubs and organizations in Bloomington. At least two dozen reveal a county-wide membership by their title alone. Other formal clubs and organizations exist, and experience would lead one to conclude that many informal clubs and groups exist in addition.

The Exchange, Kiwanis, Lyons, Optimists, and Rotary Clubs are all particularly active in the County. Organizations such as the Boy's Club of Bloomington, Inc., serving youth, are made even more important by the lack of the usual Y facilities in the County. Bloomington's Westside and Community Centers are also vital to the City and, to some extent, the County.

Religion.

In the City of Bloomington alone nearly two dozen individual religious facilities can be identified in the Bloomington Telephone Directory. Smithville, Bloomfield, Ellettsville, and Stanford also are identified as having churches.

In addition to the wide range and large number of church facilities, Monroe County - Bloomington in particular - has many religious groups and organizations meeting formally and informally in and outside the church. Several of their activities, for example, adult education activities, are of particular pertinence to the Public Library.

Social Problems and Trends.

The factors influencing development of Monroe County are neither unusual, nor apt to change suddenly or radically in the forseeable future.

The University will continue to grow in size and influence. As it grows the University will continue to assume many of the cultural and educational responsibilities of the County. Outstanding though they are, the programs all too often are directed to the educational elite. Industries will continue to expand and to bring in some outside operatives and many professional men. The schools will continue to strive for consolidation. The development of improved school libraries is starting and, hopefully, some aspects of a school library system are possible even without school consolidation.

Belonging - belonging to clubs, organizations, formal and informal groups - will continue to be an important social pattern. Many adults with low income and adults with little education will be with us for several decades even at the most optimistic. At the same time the traditional Hoosier hospitality, warmth and friendliness will be present.

The slow change from farm to urban enterprise will continue. The attention drawn to future development by Mayor Hooker's downtown renewal plan is as important as the plan itself. If the County takes aggressive interest in its own direction of growth, then many problems can be anticipated and dealt with on a long range basis. For example, the potential influence of the Monroe County Reservoir has not been realized. Beyond the obvious annual influx of tourists what will this facility mean?

The possibility that population growth will continue to increase at a slightly more accelerated rate than in the past is real. For the immediate decade, at least, it seems inevitable that the County will add population in greater numbers than in preceeding decades.

The influence, support, and direction from State and Federal sources will affect Monroe County as it will other counties in other states. Smaller political units will look more to the State than previously as state agencies become increasingly

responsible for distributing and overseeing federal funds. It is an encouraging note that the Monroe County Public Library has formed its own Foundation in the tradition of self-help and energetic enterprise.

Monroe County is a strong and growing area which needs and demands outstanding public library services, collections, and facilities.

SERVICES

The purpose of library services is an oft confused but very simple one. A library selects, develops and offers services to fulfill its purpose in the community.

Once a Library Board of Trustees determines the general policies and objectives of their community's library, it is up to the Librarian and his staff to determine which services will best meet these objectives. There has been and perhaps always will be a tendency for libraries to imitate one another. Thus without looking too far afield one can see a library offering a particular service for no other reason than another library has offered the service and found it successful. This is poor library philosophy: it is ineffective library practice. The value of examining the community of a particular library is that this examination can uncover and clarify real community needs: needs often previously unrecognized and unidentif'ed. It should follow then that if a library is to be truly successful, it must first determine community needs and then, looking at the library's chosen objectives, attempt to identify and develop services which will best meet those community needs within the library's objectives.

Nonetheless, it is possible, looking at library history, to see a particular service or technique run rampant through the Country and applied indiscriminately in one library after another. It is our sincere hope that the present survey will help the Monroe County Public Library avoid this pitfall. It is further hoped that the Monroe County Public Library will select and develop those services which truly fit its unique aims.

A brief look at library history in this country would lead one to conclude that the public library has long led the way in the development of active, aggressive library services. Based on the mid-19th Century premise that an educated, alert citizenry would make both for greater individual happiness and a stronger country, the public library opened its doors with the idealistic belief that people would eagerly educate themselves - pull themselves up by the bootstraps - if simply presented with a good quality book collection. Library leaders are not nearly so naive in the 1960' .

Although a collection of materials - recorded information in all forms representing the wide gamut from respite to scholarly interest - is the wherewithal with which a library operates, it does not make a library. What is done with these materials is what separates a library from a mere collection. A those activities which attempt to make materials more accessible, which

cause them to be more widely used, a d which encourage more thoughtful and creative use of materials are services. Simply put, any technique, program, or other method which helps to get mate ials and people together is a service. Services are what make a library.

Although continuing education or self-education was a prime driving force in the development of the public library as we know it today, library leaders at the outset of public libra y movement rea'ized the co-equal values of recreation and informa ion. Information for those who need to make sound decisions and recreation for the literal re-creation we all find necessary in order to pursue freshly our many tasks and duties.

Education, recreation and information--the public library of today.

In order to fulfill these general objectives the public library has witnessed many innovations and experiments. For example. shortly after the Civil War reference service was developed when librarians found that it was not enough to have authoritative information on the shelves. Many people needed guidance to find and use the information efficiently and accurately.

To illustrate with a later example, there was great emphasis in the public library on services to the individual prior to World War II. The need of people not only for escape but also to develop educational and job-related interest and knowledge was very real during the Depression. Important libraries all around the Country (but perhaps influenced at first from the Public Library of Louisville under the guidance of Jennie Flexner) established Readers' Advisor positions. The Readers' Advisor is a librarian who works with the individual guiding him in exploring a subject or developing his skills and knowledge in some field.

During and after World War II, libraries began to realize the need for working with groups. After all, the library profession reasoned, most of us do belong to groups and organizations; libraries had long done a fine job of reaching individuals· perhaps new individuals could be reached through group contact. And with the library's special knowledge of materials, the programs of various groups cou d indeed be given greater depth and value.

During the 1950's library leaders began to assume an increasingly broad role in the community. Many people were not using the libraries. The publication of the Public Library Inquiry in the ate forties shocked many librarians with the announcement that the typical public library was serving about 20 per cent of the total

adult public. Some, not willing to accept the significance of the findings, argued that those who are served tend to be community leaders and in serving them the library serves the whole community. It was not long before the profession realized this was not a fully honest answer. If many people did not use libraries, if indeed many people found no need for information, if some could not even read, perhaps the library had an obligation to help change the environment in which it found itself. And so we see today the assumption by public library leaders of a total community committment. No longer do libraries operate in vacuum.

It is this kind of thinking which has helped librarians recognize the need not only for the whole range of recorded information--whatever form that information, or idea or aesthetic enjoyment may take: books, magazines, recordings, films, pamphlets, micro-forms, artifacts, realia, and in fact the whole range of materials. It is for this reason that libraries have long selected, organized, and distributed many forms of material.

No longer is the public library the quiet sancuary down the street for escape. Now added to this traditional and important obligation, the library has realized its need to work with all organizations and agencies. We see the library sometimes aiding groups with materials and advice, sometimes stimulating interest

in a subject which the library with its many interests and informed clients sees as a community need long before some other agency, sometimes helping organizations plan programs on meaty topics with the best exploitation of human and recorded resources and techniques.

The public library of the 1960's is a rather complex and many faceted agency. Still concerned with education, recreation, and information, but no longer passive, the public library of the 1960's is involved in its community.

PUBLIC LIBRARY SERVICE FOR MONROE COUNTY: PERSPECTIVE

All services offered by a library can be categorized into four groups: 1) arrangement of the collection, 2) orientation and instruction in the use of the collection and service, 3) services for individual clients (readers' assistance), and 4) services for groups.

Arrangement of the Collection.

A collection of books no matter how well selected, does not consititute a library. It is what is done with the library materials that is a library. The first step in fulfilling a library's objectives is to make materials accessible. This is not an easy task, and there are many approaches toward accomplishing it. All libraries, in common, select materials, catalog and classify them and put them on the shelves in such a way that (hopefully)

makes them more accessible to readers. Experience has shown, however, that except for the highly motivated person - that person who comes into a library wanting a specific item or piece of information - most tend to react to what is accessible. Librarians make every attempt in organizing the collection to increase accessibility. Here are some techniques in arranging the library collection to encourage use.

Exhibits and displays relating library materials and other interests inside the library but especially outside around the community, where people shop, where groups congregate, where people are apt to have time to be distracted by such a display.

Browsing collections of materials selected to catch readers' attention.

Reader Interest Arrangement of materials from the library collection rearranged from the traditional Dewey Decimal Classification to an arrangement more likely to appeal to interests of a reader rather than groups exclusively by subject. (The housewife finding materials on homemaking, child care, party etiquette, games, cooking, and flower arranging grouped together. Or the husband wandering into the library while his wife suffers through her Saturday morning shopping finds a Reader Interest Collection of books appealing to his interests in gardening, boating, world affairs, spy melodramas, vacations, business, for example).

A collection for teenagers particularly selected to help them bridge from children's materials and children's services to the adult world represented in adult materials and represented by adult services.

Orientation to the Use of the Collection and Services.

People are not born knowing how to use libraries! Librarians tend to forget this. A sign, a brochure, a hand pointed in some direction, all can make the difference between a lost client and a dedicated library client. Libraries handle orientation of readers to the collection in many ways. Some traditional methods are:

Visits of elementary school classes for browsing in the library.

Instruction of elementary school classes and individuals in the use of such library tools as the card catalog, the Readers' Guide, and other elementary reference materials.

Talks on library service to parents, to children's groups, to teachers, new residents and to others.

The publication of a library manual or brochure.

Library tours for adult groups.

Readers' Assistance.

Some of us prefer to wander around in the supermarket rather than to ask for directions. Some prefer directions when we look for canned beans or chocolate layered cakes. Others prefer to call and have the groceries delivered to them. The library serves all of these people. What kind of assistance should they expect from the library?

Clients should expect and receive continual informal advisory service, as they enter the library, as they browse around the shelves, as they ask for information. Librarians should be available to guide them in their selection of materials, in their answering of questions, in their search for information.

The busy executive, the harassed housewife, the over-burdened city official, can call a library and receive answers to all kinds of inquiries.

Children out of school for the summer can receive guidance in the development of their reading tastes.

The Children's Librarian consulting with the parent or teacher on the individual child's reading during the winter and during the summer.

Reading Lists for individuals who request them; lists for groups, lists for children, lists for teachers.

Planned reading programs for those who wish outside guidance and stimulation in their reading. The Ph.D. who has never had an opportunity to explore the manifold problems of economic theory turns to the public library for suggestions on what to read as he develops his knowledge and interest in the area. The early married who did not have an opportunity to finish high school education often turn to the library.

Scheduled reader's consultations for those who desire to discuss with an informed librarian the materials they have been working with.

The linking of reader's subject interest files to the reserve book service so that clients can be informed when books of likely interest to them are purchased.

Public library bulletins for those interested in developments in the library.

Photographic duplication service. We allow people to come in and scribble out materials from a book, occasionally a library will have a typewriter on which they can copy, and now more and more libraries have a photographic duplication service. Unfortunately this is not yet a free service in most libraries. For those in real need it ought to be possible to call the library and have material photographed and on their desk within a reasonable length of time.

Program Planning Advisory Service. Sitting down with the chairman of a local club or organization to help plan a varied, interesting, and reasonable series of programs for his group. The library not only has the materials and the information but generally speaking the know-how in planning programs.

Group Services.

All of us are individuals. Many of us also belong to groups. In a real sense, we are different people in these two situations. We join a group because of particular interests we share with that group. The library serves people as individuals whether they come one at a time or as members of a group. But the library also serves groups as groups. Every time a library offers a program for a group it is serving both these aspects: reaching the individuals in the group, and at the same time serving the group's interests. Here are some examples of typical library services for groups:

For children: story telling, book talks, reading aloud, puppet shows. All different ways of introducing the child to exciting world of books, fantasy and information.

Talks to adult groups about children's reading and consultation with community groups on children's reading needs are other examples of ways the library can serve the community through groups.

Book talks relating books and other materials to the interests of groups.

The sponsoring of lectures not available elsewhere.

Co-sponsoring, suggesting, and advertising programs made available by other organizations.

Art exhibits.

Discussion programs based on books or films can start the exploration of concerns and problems in the county, the state, or the world.

People are most apt to use library materials when they relate to their immediate needs and interests. A community program discussing some issue or stimulating some new interest is one of the best places for a book exhibit for materials to be circulated outside the library.

Many citizens lack sufficient formal education. Added to these are many adults who do read but not adequately. Libraries share a responsibility for reading improvement programs for these adults, whether conducted by the library or set in motion by the library. There is little point in supplying materials which are not going to be fully exploited. In fact, it might be well to consider a library dishonest if it merely selects and houses materials and does not make any effort to help people make proper and effective use of the materials.

In helping organizations plan programs, many libraries have found Workshops for Program Planning most effective.

Bloomington is home to a radio and a television station devoting time to local interest. The Library has not been able to exploit fully the many possibilities of reaching those citizens who are home during the day, or who do not use the recorded word as a way of life.

It has become increasingly apparent in the last few decades that the public library cannot accomplish its goals in isolation. In many communities conditions are such that recorded information has no particular role. In other communities the role of information is far from central. Librarians are increasingly aware of the need for library staff participation in community planning. Often the library with its educated and socially conscious clientele is the first to recognize an incipient community problem. The library staff and the library as an institution can play a real role in bringing together those concerned with community development.

CURRENT MONROE COUNTY PUBLIC LIBRARY SERVICES:

Rather than an exhaustive survey of present services, we have asked several professional members of the Library staff to complete a public library services checklist in order to indicate services offered in 1965-66. It is interesting that no two librarians were in total accord on what services where and what were not offered. This is not particularly surprising. In general, librarians tend to be deeply involved in giving services rather than in analysing or criticizing them. The following presentation, then, is an indication not only of the range of services currently offered but also an indication of those services which are important to those presently responsible for services. The current picture is an interesting one.

TABLE XI. SKETCH OF CURRENT COUNTY LIBRARY SERVICES

Arrangement of the Collection

Children	Teenagers and Adults
A children's collection in a room separate from adult services.	A reference collection with some study space available.
A reference collection for children.	A popular reading collection (that is, a special collection of books of general interest).

Children	Teenagers and Adults
Exhibits and displays aimed at children's interests.	Exhibits and displays to bring to the attention of adults materials of interest.
	A specially selected collection of books for teenagers.
	Special collections of materials in alcoves.

Orientation to the Use of the Collection and Services

Visits of elementary school classes for browsing and a tour of the library.	A library manual.
	Library tours for adult groups.
Instruction of elementary schoo classes in the use of library tools.	Talks on library services.
	Individual guidance in the use of library tools.
Individual instruction in the use of library tools.	
Talks on library services (to parents, children's groups, teachers, and other adults working with children).	

Individual Readers' Assistance

Floor work (informal advisory service).	Floor work (informal advisory service).
Reference work.	Information desk work.
Individualized reading programs.	Reference work.
Consultation with parents or teachers on individual child's reading.	Reading lists.
	Bibliographic services.
Summer reading programs.	Photographic duplication service.
Reading lists.	Program planning advisory service.
Advice to adults (parents, teachers, etc.) on children's reading.	

Group Services

Children	Teenagers and Adults
Storytelling.	Booktalks.
Booktalks.	Art exhibits.
Reading aloud.	Discussion programs (both book and film).
Vacation reading programs.	Book exhibits at community programs outside the library.
Talks about children's reading (to adult groups).	Circulation services outside the library for special groups.
Consultation with community groups on children's needs.	Library staff participation in community planning.
	Occasionally radio and television programs.

Circulation.

Circulation figures are more often misused than not. Generally, librarians would be bet · off if they did not report circulation in such detail and as a re·· t distorted this particular measure of service. At best rises and falls in circulation indicate quantity of clerical work involved. Circulation figures do not indicate quality of material borrowed or of services rendered. The fact that circulation rises does not necessarily indicate that the library is performing its job better, nor conversely does the fact that circulation falls indicate that the library is failing. General trends in circulation are some indication of success and failure, but must

always be considered together with other statistics and general knowledge. (For example, it is quite possible that a librarian successful in helping a reader develop his reading tastes may actually contribute to a lower circulation. The man, for example, who has read 15 to 20 westerns a week and never developed interests in any other direction, whom the librarian has been able to awaken to additional fields of reading interest (say, biographies of western heroes, or western history) may all of a sudden change from 15 to 20 westerns a week to perhaps one or two somewhat weighty tomes and half a dozen westerns. Here is a drop in circulation which proves the library has been successful!)

While circulation counts give a general impression of library use, they do not account for some of the most important and sometimes most heavy use of library staff and services; for example in library study use, in library reference use, and the many, many questions on choice of materials and general guidance which do not necessarily result in circulation of materials.

Nonetheless, circulation figures must not be discounted, and a steady growth or a steady drop in circulation should be investigated.

The following circulation totals from the year 1960, if nothing else, indicate an increased use of the library.

TABLE XII. MONROE COUNTY PUBLIC LIBRARY CIRCULATION STATISTICS

1965	386,536
1964	337,226
1963	312,188
1962	306,432
1961	321,764
1960	303,730

Registration.

Perhaps more significant is total registration. Although registration figures do not indicate use of a library, they do show to what extent there is an interest in use of the library. (There are always those who register, never to return to the library. These are normally the exception.)

Since all children automatically are registered in the Bloomington Schools, the registration figures could be misleading. Approximately 42 per cent of those currently registered at the Public Library hold juvenile cards. Experience in other libraries would lead one to suspect that many of these registered borrowers are in fact not library users. This is not to decry a very valuable technique of making a library card as accessible as

possible, but only to point out that while Monroe County Public Library registration appears good no matter how we measure it, it is not good enough. It may not be quite as good as it appears.

TABLE XIII. MONROE COUNTY PUBLIC LIBRARY REGISTRATION STATISTICS

	Adult	Juvenile	Fee Pay
1965	14,542	11,888	153
1964	12,823	10,733	92
1963	11,478	[illegible],564	99
1962	10,815	[illegible],266	20
1961	10,636	[illegible],214	15
1960	10,258	[illegible],010	16

It is apparent from the figures above that registration has steadily risen in the first five years of this decade. But let's turn it around and look at it the other way. In 1965 adult registration was 14,542; juvenile registration 11,888; (and in addition 153 fee pay cards). This makes a total of 26,583.

The conservative estimate of total population of Monroe County in 1965 is 64,000 people. With a 1965 Census showing 42,058 in the City of Bloomington alone, it would be likely that this estimate is on the low side. Weighting our figures to show the library to its best advantage, this gives us a percentage registered of 42 per cent, of which 80 per cent are children.

In 1960 the percentage of Monroe County citizens registered was 32 per cent. In the national library comparison neither of these percentages would be considered poor. The growth in registration - far more significant than the growth in circulation - is encouraging. But, again, to turn it around, well over half of the children and adults of Monroe County are not even registered.

The Monroe County Public Library has reached most of those readers who are easy to reach. Many of them are probably people who would use the library no matter what the level of service offered. Surely many others have been attracted to the library by its increasing efforts to be of significance to them. To reach all individuals is impossible. And, in fact, the impact of a library on a community does not entirely depend on each individual using the library. Much of the value of a library to its community is felt through leaders who use the library and its resources.

Nonetheless, though some elements are far more difficult to reach, the library has an obligation to serve all its citizens or at least to make itself as useful to them as possible.

It is apparent that the present Library Board of Trustees and its Library Director have continued a fine library tradition and quickly carried the Public Library into the present. Bursting not only physically but intellectually, the Library is constantly exploring new services, new contacts, and in fact any feasible approach which will help the Library fulfill its objectives of serving the total Monroe County community in its many library oriented needs, wants, and interests.

RECOMMENDED BASIC SERVICES FOR THE MONROE COUNTY PUBLIC LIBRARY

Introduction.

What are the implications of the foregoing community data? These can be seen clearly only in relation to the Objectives of the Monroe County Public Library as determined by its Board of Trustees.

Divorcing the shadow of the University, we see immediately a large number of subsistance level families, a lower level of education, and many non-professionally employed. A library kept busy with aggressive clientele expressing knowledgeable demands can easily feel self-satisfied. And yet the Monroe County Public Library has clearly stated that its duty is to serve the County. This calls for imaginative direction. How can the Library, for example, be of service to the non-book user? the stone cutter? the factory machine operator? the true rural? Is there an obligation in serving all, to meet the needs of the less aggressive, to simulate use, to help those who do not feel at ease with books, with recorded ideas?

As a working guide the Librarian, Mr. Charles Hunsberger, has drawn up the following objectives as reflective of Board policy. Though they need to be refined and considered carefully,

the statements serve as guidelines for the development of appropriate library services. Final decisions concerning library materials, services, facilities, and staff should logically wait until the Board has fully explored and defined the objectives of its library.

A Preliminary Statement of Objectives for the Monroe County Public Library

To stimulate individual personal development and interest outside of the organized educational process.

To serve as a resource center for materials that will aid in the promotion of the interchange of ideas in the community.

To provide an open forum for the exchange of ideas.

To facilitate the interchange of information throughout the community.

To offer materials, services and facilities for the encouragement of relaxation, recreation and enjoyment so necessary to life.

To give people the opportunity to increase their appreciation and participation in the cultural activities in the community around them.

To facilitate the flow of information to the community.

To assume an appropriate leadership role for community development.

Materials.

With minor exceptions, the materials presently housed in the Monroe County Public Library are selected for and aimed at interests reflected primarily by present Library users. A perusal of the collection suggests to the observer an undue emphasis on

university oriented and generally better educated interests. In the past, many of the County's citizens have not been sufficiently considered in material selection. Many adults who need information on home improvement, on hobbies, vocations, and other interests and concerns may not find the materials they want. The large number of adults with limited formal education would have difficulty using the library.

The Library collection is essentially book oriented. This is perhaps as it should be. We have yet to find a better way of preserving and conveying information than the book, but at the same time it is clear that not all people respond to the written word. And all of us find different forms of recorded information valuable at one time or another. The Library needs a far more extensive collection of such materials as slides, films and filmstrips, as well as a larger record collection already displaying a broad range of tastes and interests.

The citizens of Monroe County have many resources available to them through their public library. The Indiana University Bureau of Public Discussion has begun an investigation of mutual interest and concern to all public libraries. The Indiana University Libraries serve as a backstop with their great research collections as does the TWX (teletype) System connecting the Monroe County Library with the State and thereby with all the major collections in the United States. However, citizens need

immediate accessibility to more materials than they presently have. (Public Library Standards of ten years ago suggest a minimum collection of 100,000 currently-useful printed materials; 300 to 400 periodical titles; 250 films; and 1,500 long-playing records.)

Processing of Materials.

There are two roads available here. One must be chosen before a building can be planned for the future. Should the Monroe County Public Library continue to order and process its own materials? Or should it join a large centralized processing center, such as that available in Crawfordsville? If the Monroe County Public Library chooses to process its own materials, can it reduce the overall cost and at the same time better serve the interest of the community by helping other libraries--such as our developing elementary school libraries--with their processing? If it chooses this path, it might next consider the possibility of joining Crawfordsville as a processing center for one section of the state.

Possible Patterns of Extension Activity.

One hundred years ago library leaders and laymen alike assumed that the selection and housing of outstanding, quality books would help our citizenry upgrade themselves, would help them become better voters, more informed citizens. We now know

this to be somewhat naive. If a library is truly to serve its purpose in the community and deserve support, it must stimulate interest in ideas and in the use of recorded information. The Library must reach out. Just as other county agencies go to the people they serve so does the library. This has been dramatically evidenced in recent months, for example, by the clamor and excitment over new bookmobile stops in the County. These are not a substitute for the major collection and sophisticated services of a main central library, but rather a combination of convenience and stimulation. A convenience to those who desire materials but are unable to get downtown as often as they wish, and a stimulation for those who may use materials because they are available. The hours and location of a library facility are important determiners of its use.

Location of Library Facilities.

Howard Johnson has pointed out that in his business there are three rules of success to remember: "Location, Location, and Location".

Adults with a relatively high level of education can be expected to be articulate in demands for library services. As noted earlier, Monroe County has many such adults. At the same time, nearly 10,000 adults in Monroe County have completed

no more than eight years of schooling. Most such adults do not demand library service and in fact often feel little need for books and libraries. This group needs special attention, for they are served by very few agencies, none of whom offer the broad range of informational and self-educational material of a library. The most difficult problem in reaching these people is the need for accessibility. Usually lacking sufficient motivation to go out of the way to an inconveniently located building, such adults will be served only if the library assumes the obligation of going to them. For children this is generally true also. Bookmobile service can be broadened and extended to reach out into all areas of the County. Even such action will not reach all. Small deposit collections of information sources, recreational reading, and some periodicals can be placed where people are apt to congregate: laundromats, recreation centers, waiting rooms, factories, fire houses, beauty parlors, etc.

That seventy-two per cent of Monroe County residents drive to work has implications for library location. Many people shop on the way to or from work and many shop by car. While a centrally located, strong library in Bloomington is logical, such a location does not serve all the criteria of accessibility so important in stimulating use. Some businesses have grouped together in areas outside the downtown complex and with the

convenience of parking facilities have drawn people. The Library can take advantage of such ready made publics with basic, revolving deposit collections placed in a supermarket or drugstore, or, eventually, renting space and opening a small station. Such locations need to be pretested. A bookmobile stop is one method to determine prime locations.

From the air one gains a picture of population concentrations in Monroe County not so immediately vivid from the ground. Clearly, Bloomington is the population focal point. Yet it is apparent from a plane that several recent building projects are more removed from the city than is apparent from a car. Far enough away from the center city to warrant additional attention are the Highland Village area west of town, the Eastland area east of town (as far from the present site of the Public Library as the Highland Village area); and a new development of above average income housing - the Leonard Springs area. South of town toward Bedford is the fast developing Grandview-Vanduren community. In addition to these developments near Bloomington, are concentrations of population in Unionville, Harrodsburg and Stanford.

Each of the population areas referred to above needs a permanent library outlet, starting with a popular general rotating collection of materials.

The more outlying areas, such as Harrodsburg and Unionville, might well serve as a location for direct wire service to the Monroe County Public Library, thereby serving the samll pockets of population in their surrounding areas with accessible information. Honor system self-charging of books; highly abbreviated hours with paid clerical supervision; or longer hours with volunteer supervision would seem feasible for several reasons. At a small cost, more books would be available to more people. Judiciously placed it is more than likely that many people considered not to be book oriented would make use of such a collection. Small paperback reference collections at selected areas in the City (for the many hours when the library is closed and for valves of immediate accessibility) as well as areas around the County would be worth experimenting with. Readable materials of adult interest but of easy reading level would attract many users to information and recreation through the written word.

Other recommended locations for small reading and reference collections to be rotated from time-to-time are: The Lake Central Terminal Building at the Monroe County Airport, Grandview, Eastland, the levee area, the bus station, selected beauty and barber shops, and the Chamber of Commerce.

The population area second in size to Bloomington is the town of Ellettsville, including areas of Richland and Bean Blossom townships.

All of these areas would benefit from more accessible library facilities, collections, and services. Ellettsville has an area population over 5,000 and is independently situated. A branch library collection with its high level of services could be of real value to Ellettsville.

Services: Reference.

Services are selected to meet community needs appropriate to library objectives. One of the obvious and basic needs of Monroe County is for information. Individuals need information in their everyday life and in their jobs. Twenty-three per cent of those employed in Monroe County are involved in manufacture. Nineteen per cent in professional occupation . Many others are connected with industry, manufacturing and service occupations. A few are involved in farming.

There is a clear need for the library to supply i formation services (usually identified as "reference"). Assumin a collection with a broad range of materials on many subjects, what kind of services should be offered?

In order to serve the informational needs of its community, the Monroe County Public Library should give top quality telephone reference service to business, industry, agencies, institutions, ard all individuals requesting it. A special telephone ready reference collectio of 250-500 titles, regular staff during busy phone nours and an acoustically isolated area are necessary. These two aspects of reference--telephone and in-library service--are traditional and basic.

The Library shou d go beyond this and anticipate informational needs b fore they actually appear. Antic'pation is necessary not only to build a collection to meet community needs but also to supply information at the moment it is requested--perhaps even before. Information can be reproduced (photographically) and del'vere. to those in immediate need. Such service can be conducted by mai , but can also be carried by messenger when appropriate.

An automatic telephone tape recording device for after hours reference and reserve requests would extend the library' usefulness.

Indiana University has a strong, well-developed, service-oriented Business Library which is available to County citizens. At present, however, the small business man does not receive sufficient library assistance from e:ther the University or the Publ'c Library. In point of fact, this is a very difficult group for libraries to reach. The small business man is busy during a lengthy day. If he is to

benefit from information and made aware of charging and current practices, he needs very special service. The Public Library must explore this potential clientele carefully to see in what way it can best be served. Abstracting pertinent information, delivered to the place of business may be the most effective method of reaching this important group. In the near future some businesses may find it economically beneficial to contract with the Public Library for specialized informational support. The Library should initiate contact with ARAC (Aerospace Research Applications Center) to investigate the possibility of facilitating information service to smaller industry through the Public Library. ARAC's Marketing Information Service would be of value to the County's many small businesses. The Monroe County Public Library is in a position to be the first public library to contract this service for the benefit of the businesses who would not otherwise be able to afford the current marketing information of importance to them. Schools, County and City offices and the Chamber of Commerce may also find library materials usefully located on their premises.

Services: Business and Technology.

A Business and Technology Department is needed in the Monroe County Public Library to more effectively serve the many facets of business and the business interested community. Displays by the Junior Achievers, exhibits of local products and industrial know-how, and of business contributions to the County could find a wide audience here.

Several important industries (for example, Sarkes Tarzian, Otis Elevator, and Westinghouse Electric) have some information sources of their own available within the County and nationally. The same kind of informational sources ought to be made available to the County's smaller business and industry. In order to stimulate interest in such collections within these businesses and to serve those who cannot support their own collections, the Public Library could develop a small desk collection of paperback reference books for long period loans.

Services: Groups, Organizations, and Agencies.

Indiana has a reputation, perhaps first clearly recognized by John Gunther in Inside U.S.A., for being unusually high in group and organization interest. This is certainly evident in Monroe County. One of the most effective ways for the County Library to reach out and be of service is to meet adults in their groups' needs and interests.

Monroe County has many special interest groups. Each deserves consideration by the Public Library. One example is offered by the nearly 3,000 people of foreign origin living in Monroe County (and since I.U. lists only 1,000 foreign students, some are not connected with the University). Not only should their interests be reflected in the Library collection - foreign language materials and materials on foreign culture - but also their particular interests ought to be reflected in Library programs.

Since we have a large number of foreign students in county residence, probably other members of the County community would enjoy being exposed to their cultures. Programs sponsored by the Library and conducted by these groups within the Library would be valuable and also help these groups become a real part of their community.

Bloomington has an unusual number of churches. Some have small book collections. Although it is not suggested that the Library service highly specialized religious interests, general basic reference and recreational materials would be of use to all churches. In addition, churches should be stimulated to develop their own collection. The Public Library can help do this by supplying information, ordering and, if necessary, cataloging materials for them.

Services: Cultural Programs.

Clearly one of the major influences on as well as one of the major audiences for the Monroe County Public Library is Indiana University. The availability of Indiana University's broad and crowded music, theatre, current affairs and art programs is a particular asset to Monroe County. The programs, open to all, stimulate interest. The very presence of such a wide variety of cultural and educational offerings has a profound influence on the County. This, of course, has implications

for library services. The Public Library ca· do much to help children and adults better understand and appreciate such opportunities not merely with posters and notices of events, but especially by introducing them to the subject areas. Reading aloud drama groups is an example of how this might be done. Musical programs held within the Library sponsore especially for the general layman who may view dubiously or with s me fear the eloquence and grandiosity of a large university. With the many instrumentalists available the Public Library shou'd offer programs introducing people to instruments of the orchestra, t, problems of enjoying modern music, to recent developments in j zz and help prepare for increased interest and appreciation of opera and other presentations. The many lectures and forums available on campus can be paralleled with Public Library discussion groups of problems raised which demand further exploration.

Services: Art Programs.

Indiana University is generous in its supply of art programs and exhibits. But the Public Library must guard and develop the interest of the rest of its citizens often over-powered or at least overshadowed by the University. There are two art galleries in the County, both located in Bloomington. The Public Library must consider the need to meet the growing and at the same time different

interests of its many supporters who do not find full satisfaction in the University's approach. Space for art exhibits ought to be an integral part of a library desiring to support the development of community culture.

Services: Music Area.

Music is of particular interest to Monroe County. Listening and performing rooms, equipped with music, instruments (especially a piano), phonographs, tape recorders should be provided by the library for the use of local and small music groups who wish to use the Library's materials and need a common meeting place. From time to time programs by library clients may be open to the public. A music room could also be used for programs by University personnel demonstrating musical instruments, exploring musical literature, and in general bringing music to those lacking formal music appreciation instruction.

Services: Dial-A-Tape.

Tape recording of concerts, lectures, home study language courses, and other material, should be an integral part of the library's collection. Connected to a direct dial consolette in the Library these materials could be made immediately accessible by phone to the shut-in or the busy community leader who could dial a special number and request, at any hour, a tape be played for him of, say, a lecture he missed last month. Or the harassed housewife who never had an opportunity to take a formal course

in French, economics, conservation, story telling techniques, could take an hour break in the morning to sit, with feet up, and listen.

Services: University Personnel.

At the same time the University itself needs public library service. The University Library supporting research and curriculum, cannot and candidly does not meet family recreational reading, and informational needs. A general browsing collection of current outstanding materials placed on the University Campus in locations such as the University Library foyer, married resident housing, and in the fraternities and sororities would be a welcome service.

Services: Exhibits and Displays.

In addition to displaying library materials and carrying programs around the County, provision should be made within the building for regular displays and exhibits of special interest. Several permanent, but hopefully moveable, display cases can be of real value. However, built-in display cases and shelves inside but visible from the outside of the Library should be provided so that the library can continually demonstrate its concern with the needs of the community, and point up the relationship of Library resources and programs to current community concerns.

Services: Program Planning Institutes.

Developing services to groups and organizations is comparatively easy in a well-organized, group conscious community. However, attendance at many meetings suggests that Program Planning Institutes are needed. By bringing together representatives from groups the Public Library can demonstrate the available range of materials and methods which give programs variety, interest and value. Here group leaders can learn how to lead meetings, prepare materials for programs and tap the vast resources of their Library. In the Spring of each year when most groups in the County are planning the coming year's activities, a series of Program Planning Institutes would be of real service.

Services: Organizations and Agencies.

The Rotary, Optimists, Lyons, Exchange and Kiwanis Clubs are all particularly active in Monroe County. At present the Library is represented in two of these organizations, and efforts should be made to have representation in other service clubs as well.

The Boy's Club of Bloomington, Inc. is already served by the Public Library in two capacities. The Assistant Director is currently on the Board of Directors of the Boy's Club; and the Library maintains a collection of approximately 250 books and offers programs during the open hours 6:30 to 8:30 p.m. This service which is successful, and seems to be well received, should be expanded as soon as feasible. Boy's discussion groups and talks on topics of interest to them might be coordinated with the Library's resources.

Services: Human Resource File.

Since Bloomington boasts such a wealth of personal talent, the Library must make every effort to serve as a central clearing house. The University has a registry of instructors who will talk to groups; the Public Library ought build on this and develop a human resource file: a list of experts on any and all areas of human endeavor. Such a list, made available to individuals and organizations, can add immeasureably to the variety and depth of community programming.

Services: Discussion Groups.

Several groups ought to be formed by the Library for the discussion of topics of concern to them - local problems, family concerns, cultural interests, etc. Libraries offer a neutral meeting ground where topics of all kinds and views of all shades can be shared and discussed openly. For many this can be the initial opportunity to learn how to share ideas and participate in discussions.

Services: Film Programs and Auditorium.

Although the Von Lee Theatre offers a good variety of foreign films, its choice of fare is to a large extent dictated by the need to make profit. The Public Library can hold film festivals to supplement the Von Lee and the University film programs. A large auditorium (approximately 200 seating capacity) with an air-conditioned enclosure for professional film equipment is needed for this and similar programs.

Services: Meeting Facilities.

Space for meeting is a problem in Monroe County, and in Bloomington particularly. Although the University has fine facilities, plans must be made months in advance to use them. The Library is a logical place to turn for meeting space where ideas, information, and aesthetic recreation are involved.

Children's librarians have traditionally used group work as a means of reaching children. Reading aloud to young and old, story telling to introduce children to the wonder of books, puppet shows, and other activites require a removed space. A small children's Theatre-In-The-Round would be appropriate. The growing awareness of professional educators that children need early, pre-school introduction to the world of books has long been recognized by librarians who have been conducting programs for four and five year olds getting ready for their first school experience. For many children this is their first social experience. The necessary development of a pre-school program also requires a meeting space for children and another nearby for their mothers. The necessary but unseen presence of their mothers allows the librarian opportunity to introduce the mothers to the wide resources of the library and to discuss with them the concerns of children entering school and growing up.

In addition to a large A-V equipped auditorium seating around 200, the children's story hour room comfortably furnished in a home-like atmosphere, carpeted and seating up to 30, and the listening and performing rooms, several conference rooms must be considered basic. Drawing on the personnel resources of the University's Adult Education Department and several of the churches which have developed adult education programs, the Library should offer a continuing series of informal, adult education programs on all levels, meeting as many needs and interests as financially possible. For this, a discussion room informally seating from 15 to 30 is necessary.

Another use for meeting space in the Library is suggested by the Apprenticeship Training Programs for industry sponsored by the Indiana Small Business Bureau. The programs involve extensive outside study coordinated with on-the-job training. The need for materials and a place to study and discuss the lessons is one of the problems faced by some industries involved in such programs. The Library can encourage the perusal of such programs in local industry by supplying materials, space, and helping to locate instructors.

The small businessmen themselves would find other Library sponsored programs of immediate value to them. For example, a thorough, open discussion of how the Monroe County Lake will affect

planning. Programs involving leadership from the Indiana Manufacturers Association and the Chamber of Commerce could investigate problems of small business personnel practices, executive development, and building cultural background.

Art classes in the Library for the non-University oriented citizen offer another example of services appropriate to the Monroe County Public Library.

In addition a small discussion room (perhaps combined with the Board Room) seating up to 12 would be heavily used and a third discussion room seating 25 to 50 would allow flexibility.

Some library leaders have been concerned that the public library is increasingly "misused." That is, many students are using libraries for study space only. One wonders. If the use <u>is</u> thus, should the library consider it appropriate? This is a very basic policy decision only the Board can make. But assuming there are additional values in having a place students are able to use conveniently for study, the Library might wish to consider the deliberate addition of study hall space. (This might be used for the meeting room above which seats 25 to 50). Several leading libraries around the Country have built study hall additions in the past year.

Services: Shut-Ins.

Services to shut-ins and old age homes is a logical extension of the Library's present hospital service. In any case, these people need library service which can be brought to them by book-mobiles, volunteer workers, and telephone.

Services: Schools.

Optimistically Monroe County will have a one unit school system within the next few years. Pessimistically it will be within the next decade. When a one unit school plan goes into effect there will no longer be any question of equal educational opportunity. This has significance for a public library serving the whole County, for with pride in a total school system, the better facilities and shared resources possible, the Public Library can expect a new impact from school students and faculty from all areas of the County. With better education offered to the whole County, student use of the Library will increase and with it library services must be developed. Experience in other areas tells us that as students receive a better education they become more interested in books and readings.

Whether or not Monroe County votes for a one-unit school system in the near future, it seems probable that a Liason Librarian either as a full or part-time activity should be working directly with the schools. A study of the Baltimore's Public Library made by Lowell A. Martin in 1963 found that two-thirds of the public

library staff time went to students. Dr. Martin suggested that 75 per cent of total services may be devoted to students in a very short time. These general findings would seem to be applicable in most communities since the increase in student use of libraries is basically a factor of changing educational methods and patterns. Among the functions of the Liason Librarian would be the exchange of information and aniticipation of student and faculty problems in public library use, the development of a program of public library instruction for all classes in the schools, and speaking to individual classes in relation to their assignments and use of library material.

In addition to the School Liason Librarian's duties, the Library could sponsor an annual fall meeting for new teachers to welcome them and to introduce them to the collections and services of their public library.

Until a one-unit school system is an accomplished fact, the Public Library might wish to contract to develop or co-sponsor a professional collection for teachers. The University High School, and several other sources are available to teachers but not aggressively so.

Services: Instruction.

Not only students but many of the rest of us have difficulty in approaching complex or unfamiliar library tools and arrangements. If only as an initial experiment the Library might consider some sort of button activated sound tape or film strip with sound to explain the use of a particular basic reference, bibliography, or library tool. With the heavy use of libraries increasing, it seems clear that individual instruction, though perhaps the best method, cannot be given to more than the aggressive users. The use of client activated devices which would give a brief explanation of use and arrangement of, say, the Card Catalog or the Reader's Guide would be of real and vital assistance.

Services: County Historical Room.

Although Indiana University, its Lilly Library (rare books) and its Historical Museum handle important aspects of State and County history, the Public Library needs to be continually alert to material of County significance: histories, articles, pamphlets, and books by local authors; any material relating to the County. A County Historical Room in the Library would serve this need most appropriately. In a handsome, plush and quiet room the citizens of the County could find that growingly rare "public library quiet". A County History Room would offer a place where all could come to contemplate and read in quiet, and here could be displayed

artifacts and materials of County historical interest--books by local authors, pictures of historical scenes, examples of Monroe County's industrial and business developments, and other exhibits to convey the appeal of Monroe County's long historical traditions.

Services: Radio and Television.

Monroe County is fortunate to have its own radio and television stations. Both offer the opportunity for local library programs. The Library must be continually and intimately involved in many programs. Housewives during the day have an opportunity to watch local interview programs. The Library in the past has been involved in several of these. It ought to make every effort to reach housewives on a regular basis. Many citizens who may not find the Library important in their lives can be reached through local broadcasting, particularly if spot announcements, quicky book reviews, and flash information can be sandwiched in during, say, the rock and roll hours. As soon as feasible the Library should investigate the possibility of a regular library program once or twice a a week involving all kinds of interests and concerns from new library materials to current problems discussed and debated under Library sponsorship.

The Library needs a studio area to facilitate cooperation with radio and TV outlets. If discussion groups, book talks, and other programs of interest could originate from Library facilities, the quality, usefulness and impact would be greater.

Services: Poor Readers.

The Library need not take the responsibility for educating people with little education, but it may be that it needs to take leadership in stimulating other agencies to better serve such adults. Concurrently the Library needs to build up its collection of materials of adult interest but easy reading level. What else can the Library do to help the nearly 10,000 County adults with inadequate education? Reading aloud programs, film programs which do not necessarily have to lead to reading of books but offer information and recreation, and other group programs could make the library useful to them.

Many adults are able to read only books written with a children's vocabulary level; many children are ready and able to handle adult vocabulary and even adult concepts. Often the physical separation of books by age groups is a barrier to both groups. The ultimate solution may well be the integrated library collection. Rather than separating books by age, or interest, or vocabulary level as is common public library practice today, the Library would shelve all but the very early picture books by one classification scheme and then have the specialists in different age groups and different

subjects available to help and guide. The Children's Librarian, the Teen-age specialist, the Adult Services specialist, the Reader's Advisor, the Group Specialist and the Reference Librarian would be unhindered by the usual movement from the Children's Room to the Adult Collection in their access to materials. Of more importance, the client would find the books about a subject together and could choose for himself the book written on the level he can best handle.

Both children and adults have reading problems. Direct work with these children and adults to help them develop effective reading habits and work with the reading specialist to develop individual reading programs for slow or beginning adult readers would be of real significance.

Services: The Handicapped.

The blind student in Monroe County must depend on friends to read texts to him. The Library could formalize such an activity, with taped readings and by serving as a clearing house for those interested in working with the blind.

It is suggested later and is increasingly common practice in the U.S. today that street level entrance, or at least a ramp, be an integral part of the service to the physically handicapped.

Services: Registration.

Although the Public Library has currently made efforts to see that registration for new cards is comparatively simple, as a service the registration system still is a barrier to some prospective library users. Efforts, must be made to reduce such obstacles to a minimum. Some observers of the American scene have suggested that one day we will all run around with one gigantic charge-o-plate. In the meantime, the Library Board and the Librarian ought to keep under continual surveyance the registration system and look for every opportunity to reduce or even eliminate complex registration procedures.

A single library card for all users is not a new idea, but has been relatively slow in being accepted. The value of a single library card without restriction to age or use is that it eliminates one more barrier to library use. No matter how we try, librarians have never been able to cope with the "changeover" period from children to adult cards. No matter what the age break, those younger are unhappy. It is reasonable to ask just how children - or adults - are served by such subtle discrimination.

Services: Recreational Areas.

Approximately 90 per cent of the Monroe County Lake area is within Monroe County. Growth and development will affect the Library as well as other agencies and businesses in the area. Conservatively

this should have an effect on collection. Policy on service to transients must be considered. But the Library should do more. Certainly story hours and reading aloud programs at Lake Monroe recreation areas should be conducted during the summer. Bookmobile service and deposit collections for the Lake area should be developed as recreational areas develop. Similar consideration has been given to City recreation areas and pools; such programs should be broadened and carried to other summer recreation areas whenever evidence points to their feasibility.

Services: Library Education.

With one of the all too few accredited graduate library schools at its doorstep, it might be assumed that the Public Library has a very special responsibility - indeed an obligation - toward library education. While it can be argued that the use of graduate library school student talent can be of positive value to the Library, it is equally true that the Library may fulfill a duty to the profession by helping these people gain experience: experience in story-telling, in developing displays, and exhibits, in simple reference service, in the whole range of library activities where professional supervision can be provided.

LIBRARY BUILDING SPACE

Services have been presented which would aid the Library in fulfilling its objectives in meeting the special needs and interests of the Monroe County community. This is not a total picture of library services possible but is rather suggestions for basic, important library services which an intensive study of the Monroe County community indicates to be appropriate. Variations, additional services, and even substitutions are reasonable. Such decisions must be made by the Library Board and its Library.

There is no evidence that such a program of services can be offered -- adequately or otherwise -- within the present physical limitations of the Library.

Many decisions in relation to services and functions must be made by the Library Board and the Librarian before the exact size of the physical facilities can be determined. All that can be done here is to indicate approximate size. After these decisions have been made, a written building program would indicate in detail the size and nature of the space needs.

Amount of Library Space Needed.

In determining the amount of library space needed in a given situation, plans should be made for at least twenty years into the future from the time of construction. There are formulae that can be used to determine library space but they provide only a very

broad estimate. An accurate figure can be obtained only when a complete outline of present and future services and functions has been prepared. Such an outline and the use of formulae can produce a fairly accurate figure of square footage needed. The most satisfactory answer will be obtained after schematic drawings are completed.

According to the Comprehensive Master Plan, Monroe County, Indiana, prepared in 1963 by the Schellie Associates, the past, present, and projected population of Monroe County is as follows:

1950 - 50,080	1970 - 69,515
1960 - 59,225	1975 - 75,978
1965 - 63,990	1980 - 83,410

Schellie Associates estimate that the population will increase at about 1,000 per year. Their estimates for 1970, 1975, and 1980 show the rate to be more than 1,000 annually. If their estimates are correct, Monroe County will have a population of approximately 95,000 by 1990 which is about twenty years after any change would be completed in the library physical facilities.

As has been noted, since the Schellie study was made in 1963, other estimates of the future population of Monroe County indicate that the Schellie estimate may be conservative. The estimates by such groups as the Bureau of Business Research at Indiana University, The Chamber of Commerce, and the public school system, should be considered before a final figure is established. Since the Schellie

estimate is available, and probably on the conservative side it will be used for this report.

Joseph Wheeler and Alfred Githens were two of the first people to advocate a change in public library architecture from inefficient and unfunctional buildings to types that are now inviting, easy to use, and space-saving. Wheeler made a study of libraries built during 1920-1940 (and recently revised) to estimate the amount of floor space needed for public libraries. His formulae are used below to estimate the amount of library space needed for the Monroe County Public Library.

The estimated population of Monroe County in 1990 places it in the 35,000-100,000 population bracket in Wheeler's categories. It is suggested that a library of this size have 2 1/2 - 2 3/4 volumes per capita which would give the Monroe County Public Library 237,500-261,250 volumes. The formula also suggests that a library serving this population range should have three reader seats per 1,000 population; for the Monroe County Public Library this would provide space for 285 readers. The Librarian has estimated that the library staff of the future will number approximately thirty full-time and elever part-time people.

In estimating the floor space needed to house books, the range is 10 - 15 books per square foot. The lower figure provides ample space for shifting books and wide aisles between bookstack ranges; the higher figure provides relative tight shelving and narrower aisles.

Since a public library is essentially a browsing collection, it is necessary to have fairly wide aisles; therefore it is better to use the lower figure. Using twelve volumes per square foot for an ultimate collection of 250,000 volumes, 20,833 square feet would be needed for book storage.

Before the Second World War, most of the seating in libraries was at large study tables. During the past twenty years, there has been a trend toward seating at individual study tables and the use of lounge furniture. Seating for children requires 20 sq. ft. of floor space per reader; seating for adults at tables requires 25 sq. ft. per reader; and seating at individual tables and lounge furniture requires 35-40 sq. ft. per reader. Using 30 sq. ft. per reader as an average, 8,550 square feet would be needed for readers. This includes space for chairs, tables, aisles, and service desks.

Space for the library staff to work is usually estimated at 125 sq. ft. per person. The Librarian has estimated that in the future the Library staff may number about 41 people. The American Library Association recommends a minimum of one staff member for each 2,500 people in the service area; for 95,000 population this would mean 38 staff members. Using a conservative 40 staff members (including student assistants) as an average, the space needed is 5,000 sq. ft. This includes space for desks, chairs, booktrucks, and aisles.

Space for books, readers, and staff account for a major part of the square footage in a library. The total of these three categories

for the Monroe County Library is 34,383 sq. ft. This does not include space for public meeting rooms, walls, and non-assignable library space (restrooms, elevator, stairways, lobbies, janitor's quarters, machinery, etc.) It also does not include space for other library needs and services, such as a radio or television broadcasting studio, art exhibit space, staff room, shipping room, and bookmobile storage. Depending on the nature and variety of the space not included in the 34,383 sq. ft., it could amount to as much as 30% of the entire library space. This would indicate that the eventual need for the library space will be a minimum of 50,000 sq. ft.

Another space formula that is widely accepted is that a public library for 35,000-100,000 people should have .5 to .6 sq. ft. per capita. Applying this to the Monroe County Public Library, the range is 47,500 - 57,000 sq. ft. for 95,000 people.

Based on the assumption that adequate physical facilities will be provided for the Monroe County Public Library within the next five years, various methods of estimating indicate that the total need will be approximately 50,000 sq. ft. However, an accurate figure cannot be obtained until all of the services and functions have been determined and outlined.

Type of Physical Facilities Needed.

The present library building has about 6,800 sq. ft. being used for library purposes and perhaps another 1,200 sq. ft. for non-assignable library functions, making a total of approximately 8,000 sq. ft. in the entire building. The book shelves and shelving areas are filled almost to capacity. For the present population of about 64,000 people the Library has approximately 70,000 volumes; according to accepted standards it should have at least 160,000 volumes. There are about fifty seats in the Library; according to accepted standards there should be 190 seats. Library staff quarters are becoming crowded. Books are now being stored in an area formerly assigned to the bookmobile. In almost any area, function, or service, the Library is literally and actually "bursting at the seams". There is no question but that additional space is needed immediately.

The question that arises is whether to renovate the present library building and build an addition or to construct a new library building.

The present library building has about 8,000 sq. ft. of floor space. It has been established that Monroe County will, in twenty years, need space amounting to at least six times this much. The main floor of the present building does not have many walls but the lower floor is cut up into several rooms and areas with walls

that are mostly load-bearing. Doors could be cut in some places and perhaps some walls could be removed. However, this does not provide for the efficiency that comes from large open areas. An addition to the Library would have to be built on the back or on one or more sides. The present site would permit an addition of several thousand square feet but there is not enough ground area on the present site for the space that will eventually be needed. Since the main floor of the present building is partially above grade-level and the lower floor is partially below grade-level, and an addition would have to be built in this pattern or ramps would be necessary. It generally is not satisfactory to place an addition or a fixed-function building. It is important to have the front entrance of a public library at grade level; it would not be easy to change the main entrance on the present building. Often it is nearly as expensive to remodel an old building as it is to build new quarters with an equivalent amount of space.

For the reasons mentioned above, it is recommended that a new library building be constructed rather than remodel the present building and build an addition on it. If funds do not permit the construction of the total building needed for the twenty-year projection, plans should be made for an addition at a later date. A

more realistic approach would be to construct the total building needed but furnish and use only part of it until the remainder of the building is needed.

Before any final plans are made, a complete outline should be prepared that contains all of the services, functions, and areas to be included in the building. After the outline is completed, the building program can be written. Some of the characteristics of the public library building and the items to be included in the written building program are offered below as a guide.

Characteristics of Public Library Buildings.

1. The modular plan is now used almost exclusively. This means the use of columns for support with a minimum of interior walls, particularly load-bearing, thus providing a maximum of open space for flexibility.
2. Ordinarily there should be only one public entrance which should be at grade level.
3. It is desirable that the building be designed in such a way that part of the interior, preferably the front, can be seen from the street.
4. The building should be friendly and inviting.
5. The library site should be chosen as indicated in the suggestions on selection of site.

6. The building should not be a monument. The outside should be pleasing and the inside should provide the best possible use of the space for library functions and services for both the public and the library staff.
   a. Books should be attractively and logically displayed.
   b. Traffic patterns should be arranged so that patrons can enter the library easily and find what they want with a minimum of effort.
   c. Patrons must have adequate and comfortable places to examine and use library materials.
   d. Provision should be made for easy access to the building for books, materials, and supplies.
   e. Provision must be made for easy access and adequate space for the library staff and other employees to perform their duties.
7. Space relationships should be carefully considered.
   a. Each public service area should have its own shelving, office, and work area. Wherever possible, two or more service areas should be arranged so that they can share staff materials and other facilities.
   b. The technical services area should be arranged to provide a smooth flow of materials from loading dock to receiving room to acquisitions to classifying and cataloging to public service areas.

c. Staff facilities, such as staff room, restrooms, and lockers should be conveniently placed.

d. It is usually best to have only one public entrance for easy control and saving on supervisory personnel.

e. Whenever possible, multiple use of the same areas and functions should be considered. For example, public meeting rooms can be used for a variety of activities; the librarian's office and library board meeting room can be combined; often there can be a centralized circulation desk for all book charging; and the staff room can be used for staff and other meetings.

f. Flexibility can be maintained by separating services or functions with movable bookstacks rather than walls; by combining functions, services, or areas; by arranging supervisory office in the same general area as the functions supervised; by placing elevator, booklifts, and utilities in a core area; by adopting a module size that will permit a variety of arrangements within the building.

8. Clients can be moved horizontally more easily than vertically and with greater safety and economy. This implies that two floors are better than three or four floors.

9. Features of other library buildings should not be copied unless they logically can be used.
10. The most important or most-used functions should be housed on the main floor.

Selection of Site.

Many factors must be considered in selecting the location for a public library. They are listed below. It is important that no final decision be made on the permanent site until all of the library functions and services to be included in the building have been decided and the approximate size of the building determined.

1. The site should be in an area where it will serve the greatest number of people. The best site is as close as possible to the center of the business district adjacent to retail stores, banks, and similar types of businesses.
2. The site should be on or near main through streets.
3. The site should permit the main entrance to be at grade level.
4. The site should permit maximum use of a view into the interior of the library.
5. The site should be large enough to permit additions on the back of the building, on the two sides, or as another floor.
6. The site should, if possible, allow the building to be oriented to the north (as a first choice) or the east (as a second choice) to avoid sun glare.

7. A rectangular site is preferable to any other shape since this permits the construction of a rectangular building which makes supervision easier.
8. The site should provide ample space for parking in addition to being in an area as described in point no. 1 above. However, if there is any question about whether both criteria can be attained, those criteria in point no. 1 should be given preference.
9. The site should not be in a cultural or civic center where there may be a minimum number of people, particularly after 5 p.m.
10. The site should not necessarily be in the geographic center of population, especially if this means in a residential area, unless this happens to coincide with the location described in point no. 1.
11. The site should not be selected with the idea of constructing a monolithic building or monument to a special person or cause.

Written Building Program.

The written building program is a basic and important document. It should be prepared with great care and should be complete in all details. It is the library guide for the architect and should describe all necessary aspects of the new building. Listed below are the items that should be included in the building program.

1. A statement of the purpose and philosophy of the library.
2. A study of the community (description, population trends, economy, transportation, types of readers, educational and cultural resources, community organizations, and social problems) unless this information can be provided in another document.
3. Floor space and number of volumes by category and by location or area.
4. Floor space for readers by areas or types.
5. Floor space for library staff by area or function.
6. Floor space for special furniture and equipment (card catalog, atlas and dictionary stands, public service desks, supply cabinets, micro-reading machines, photocopying machines, display cases, periodical index tables, pamphlet files, etc.).
7. Floor space for special rooms for such activities as story hours, discussion programs, staff meetings, board meetings, audio-visual use, smoking, typing, framed print display, and for the use of non-library groups.
8. Discussion of non-assignable library functions (corridors, hallways, stairways, restrooms, elevator, mechanical equipment, etc.) although the architect will assign the space.
9. A description of space relationships (the location of service, work, and public areas with respect to one another).

10. An indication of other things needed, with suggestions about their locations, such as:

    a. Entrances and exits.

    b. Parking facilities.

    c. Coat facilities.

    d. Telephone.

    e. Buzzer systems.

    f. Width of bookstack aisles.

    g. Air conditioning.

    h. Water coolers.

    i. Alarms on fire exits.

    j. After-hours book return.

    k. Traffic patterns.

    l. Clocks.

    m. Acoustical treatment.

    n. Display areas.

    o. Restrooms.

    p. Types of seating.

    q. Type of construction.

    r. Lighting.

    s. Building orientation.

Some Decisions to be Made.

Before too much time and effort are spent in planning a new building, it will be necessary for Monroe County Public Library to make some basic decisions. The answer to these questions will affect the type and amount of space allotted. Some of these questions are listed below:

1. Will the Library process all of its books, use the services of a processing center, or be a processing center for an area?
2. Will all of the books be divided by type of client or will they all be shelved together as a unit?
3. How many volumes are to be housed?
4. How many readers are to be seated?
5. What is to be the pattern of extension activity: branches, stations, bookmobile, etc.?
6. Are there to be special service areas: business, technology, music, etc.?
7. Will there be special collections: rare books, Indiana and Monroe County history, etc.?
8. What types of photoreproduction and micro-reading facilities will be provided?
9. What group services are to be offered (this can affect the type and size of public meeting rooms)?
10. What type of audio-visual services are planned?

11. What type of display and exhibit areas are needed?
12. What is to be the pattern of service (including the number of service desks)?

Building Conclusions.

1. A new library building should be constructed rather than remodel the present building and build an addition on it.
2. Preliminary estimates indicate the the new library building will need a minimum floor space of 50,000 sq. ft.
3. Before deciding the size of the building, it will be necessary to outline in detail the services and functions to be housed.
4. The site should be chosen as indicated in the outline under site selection. For the size of library needed, at least one-half of a city block will be needed.
5. An examination of the plans displayed in City Hall for changes in the downtown area indicate that the Library site should be located in the area bounded by College, Lincoln, Third, and Seventh Streets.
6. Under present conditions, it would seem that the best site would be one-half block of the area bounded by Fifth, Sixth, Washington, and Lincoln Streets.

Post Script

The foregoing report is intended as a guide for decision making. No final answers have been given. An intensive community study has been presented. An interpretation of those community characteristics, needs and interests appropriate to library services has been made. Which services are finally necessary in meeting library objectives is a decision which should be made appropriately by the Monroe County Board of Trustees under guidance from their Librarian. The physical facilities are a direct reflection of library objectives, and cannot be planned until a direction and program of services has been agreed upon. How these functions affect building decisions has been indicated. Guidance in translating these decisions into library facilities completes our report.

We are living in an increasingly complex, growingly urbanized society. Society is becoming increasingly affluent. Life is more complex, more confused, more tense; demands on all facets of social organization are changing and increasing. The demands made upon the public library are changing also. Many people are no longer interested in going to the library just for "a good book to read". They often desire books on a particular subject or they have a specific problem and are looking for information and guidance in this area. Many others are becoming aware that they need something, but are not sure what or how.

More citizens are engaged in specialized vocations than ever before. More of the population is in school, and college attendance is becoming commonplace. Many trained for an occupation are already finding truth in the statement that the average person is facing the task of relearning his profession seven times between his first job and retirement. Reference to the information explosion is the cliche' of the 1960's New demands are being made on public library staffs and collections.

The Monroe County Public Library stands in a position to lead the County in coping with and helping to solve the problems of today and tomorrow. Monroe County needs a dynamic library. The Monroe County Public Library, building on solid tradition, has started in this direction. Laymen, County leaders, the Library Board of Trustees, the Librarian and his staff offer current evidence that the County will have the dynamic public library it needs.